




Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

INTER-OFFICE MEMORANDUM

OSDS-IM-2022- 83

TO : **MARCELO K. PALISPIS, EdD**
OIC-Office of the Assistant Schools Division Superintendent
This Office

FROM : ✓ 
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **OFFICE-IN-CHARGE (OIC) DESIGNATION**

DATE : 27 December 2022

Please be informed of your designation as **Office-In-Charge** of this division effective December 27, 2022.

As **OFFICE-IN-CHARGE**, you are authorized to sign travel and act on communications and reports that are routine in nature. All others, particularly those that are policies determining shall be held in abeyance until such time I report back to this Office.

You shall sign papers in the following manner:

By Authority of the Schools Division Superintendent:

MARCELO K. PALISPIS, EdD
OIC-Office of the Asst. Schools Division Superintendent
Office-In-Charge

For your information and guidance.

DEC 29 2022



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